

SENIOR JUDICIAL STAFF COUNSEL

DEFINITION

Under general supervision, performs a variety of professional legal research activities on behalf of the court. Duties include performing general and specialized legal research and analysis, reviewing cases and making recommendations to the court, advising the court on complex matters of law, preparing drafts of legal opinions, documents, and pleadings; serves as acting supervisor in the supervisor's absence and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior Judicial Staff Counsel in addition to performing the duties of a Judicial Staff Counsel III, serves as acting supervisor in the supervisor's absence in designated districts

ESSENTIAL DUTIES

1. Researches difficult legal questions and prepares memoranda, documents and pleadings.
2. Serves as the acting supervisor in the supervisor's absence; organizing, coordinating, assigning work and ensuring work is completed in a timely manner.
3. Reviews case files, researches legal issues and makes recommendations to the court or department.
4. Advises the court on difficult legal questions regarding specialized areas of law. Confers with Judges, attorneys and any relevant sources with respect to procedural and substantive legal issues and requirements of individual cases in a timely manner.
5. Reviews cases on appeal, researches pertinent issues and law and prepares preliminary opinions for the court.
6. Proposes and prepares amendments to Judicial Council rules and procedures, court forms and other legal processes.
7. Assist with the drafting of legislative measures.
8. Represents the court on procedural and substantive legal questions regarding individual cases in specialized areas of law.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Special Requirements: Current active membership in the State Bar of California including maintaining compliance with mandatory continuing legal education (MCLE) requirements.

Experience: Three years experience performing duties equivalent to a Judicial Staff Counsel III or any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of: Legal research methods, practices and techniques; law and legal principles, practices and procedures as applied to area(s) of assignment specialty; legal research methods and techniques' rules of evidence; scope and role of local court rules and procedures; conduct of proceedings in state and federal courts at trial and appellate levels; judicial ethics; case management, processing and calendaring practices within the local judicial system.

Ability to: independently identify and analyze legal issues; distinguish significant legal issues, facts and their effect; research statutes and case law; apply legal principles to case facts and make decisions, prepare and present legal analyses and recommendations for judicial action, orally and in writing; confer with and advise judicial officers, attorneys, court support staff and the public on procedural and substantive legal issues; handle sensitive matters with finesse and discretion; coordinate work with others; listen to argument/discussion and understand underlying problems/questions; recognize and respect limit of authority and responsibility; uphold judicial ethics; work in an environment with conflicting priorities; conduct computer assisted legal research; use computer for legal research, work processing and communication.

Additional Requirements: A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighting up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 12.07
crp-9/08